

4 March 1963

Supplement to Records Center Monthly Statistical Summary for  
February 1963

1. The Records Center made three special deliveries of records to the Headquarters building. Two of these deliveries were for DD/P and the other was for the General Counsel.

25X1 2. Filled forty high priority requests on 25 February for DD/P, CI [ ] These were called in at 1145 and two additional people worked during lunch to meet the courier departure time of 1300.

3. One hundred and fifty-seven cubic feet of active records were returned to DD/P, RID permanently. To date, 301 cubic feet, of the approximately 2,000 cubic feet under consideration, have been returned.

4. Half of the DD/P, 201 files (269 cubic feet) have been returned permanently to DD/P, RID. These 201 files will be incorporated with the 201 files being held by RID.

5. The Records Center incorporated all records of the Communications office that were retired by DD/P into one new accession. This will facilitate reference to and provide for timely disposition of both the Communications and DD/P records.

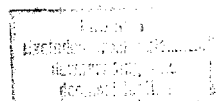
25X1 6. [ ] the Records Center IBM Specialist, worked 15 hours of overtime to do a special machine processing project for DD/P.

25X1 7. [ ] of the Agency Records Administration Office, accompanied an official from Communications and Cables Secretariat to the Records Center to discuss the possibility of the Records Center receiving and servicing the Agency cables.

25X1 8. [ ] assisted the Agency Records Administration Office with several projects. He received a letter of commendation for his work in the DD/R.

9. The February group of Agency Reservist were given a briefing on the Records Center operation and a tour of the building.

10. Completed a special open-shelf filing installation in the Records Center for the extra copies of the Agency Regulations.



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25X1

12. Sullivan completed a three-day tour of OCR.

13. [REDACTED] started class at American University. The class is "Planning and Administration of a Records Program".